



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

August 10, 2009

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

AMERICAN RECOVERY AND REINVESTMENT ACT – DEADLINE FOR ENTERING GRANT INFORMATION INTO THE ECAPS GRANTS MANAGEMENT LIFECYCLE AND PROJECT MODULES

The American Recovery and Reinvestment Act (ARRA) has established the initial statutory reporting deadline of October 2009, with quarterly reports due ten (10) days after the end of each calendar quarter thereafter. On June 19, 2009, the Chief Executive Office sent out the attached memo reminding the departments receiving ARRA funds to use two of the eCAPS application modules: Grants Lifecycle Management (GLM) and Project functionalities. These modules enable the County to track ARRA applications, awards and expenditures to comply with the ARRA reporting requirements. In order to provide adequate time for acceptance testing of the new system, **each Department must enter its ARRA grant applications into the eCAPS GLM and Project modules by August 28, 2009.**

The Auditor-Controller is currently working with Departments to provide assistance in the setup of the ARRA reporting solution. Please note that each grant for which your Department applies must be entered into the system as soon as the application process has begun and must be in the eCAPS GLM and Project modules by the date specified above in order for the County to meet the first federal reporting mandate. Any subsequent grants for which your department applies should be entered into eCAPS within one week of the application date.

Once your ARRA grant is set up in the eCAPS system, you will be able to obtain real time information about your grant. If your department is not currently working with the Auditor-Controller and you require assistance setting up this information in eCAPS, please contact the Auditor-Controller as soon as possible, or go to their ARRA website at <http://ecapsweb.co.la.ca.us/phase3/arra/index.asp>.

"To Enrich Lives Through Effective And Caring Service"

**Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only**

All Department Heads
August 10, 2009
Page 2

If you have any questions or require further information, please contact Deputy Chief Executive Officer Ellen Sandt at esandt@ceo.lacounty.gov or 213-974-1186.

WTF:EFS
SAW:ef

Attachment

c: Each Supervisor



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

June 19, 2009

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

AMERICAN RECOVERY AND REINVESTMENT ACT – USE OF ECAPS GRANTS MANAGEMENT LIFECYCLE AND PROJECT MODULES TO TRACK AWARDS

The American Recovery and Reinvestment Act (ARRA) mandates an unprecedented level of transparency and accountability for agencies receiving ARRA funds. In order to comply with the specific reporting guidelines, all departments that receive ARRA funds are required to use the following two modules in eCAPS. These modules are the Grants Lifecycle Management (GLM) and the Project Accounting functionality which will enable the County to track ARRA applications, awards and expenditures and to comply with the ARRA reporting requirements.

The GLM will be used to track the acquisition process of the stimulus funding from the identification of the funding opportunity through the application and award of the funding. The Project Accounting Module will be used to track the expenditure and revenue activity associated with the stimulus funding that is awarded.

The Auditor-Controller has established coding in the eCAPS application to track ARRA funding received and for use with the GLM and Project Accounting Modules. At the May 27, 2009, eCAPS Monthly Liaison Meeting, departments were informed that Auditor-Controller's Office will begin working with departments to set up and track ARRA in eCAPS.

Next Steps

The Auditor-Controller will schedule a kick-off meeting in the next two weeks. To prepare for this kick-off meeting, departments are requested to do the following:

- 1) Form a Department Project Team which needs to include:
 - Staff from the Grants business area who are responsible for applying and monitoring grants opportunities; and

"To Enrich Lives Through Effective And Caring Service"

**Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only**

Each Supervisor
June 19, 2009
Page 2

- Fiscal staff who are responsible for accounting and billing project and grants budgets, both expenditure and revenue.
- 2) Identify a point of contact between the department and the Auditor-Controller.
 - 3) All department staff who will be involved in the Project Accounting must complete the online course available in the Saba Learning Management System on Project Setup prior to the kick off meeting in order to gain an initial understanding of the Projects module.
 - 4) Identify all ARRA-related grants for which the department has applied or has plans to apply.
 - 5) Be prepared to discuss your business requirements:
 - Grants - Define the current Grants business process model (central or decentralized); and
 - Project - Provide a scenario of the current billing process, including tracking of expenditures, for existing grants.

The County is just beginning to see the arrival of ARRA formula funds and departments are actively submitting applications to leverage a wide array of ARRA competitive grants. Each one of these potential opportunities provides viable options for the County to maintain critical core services for our residents during this economic downturn. Each department's full support of this endeavor is needed to help manage ARRA funds and to provide the transparency promised by this legislation. Your department will be notified in the near future by Auditor-Controller to schedule your staff for the upcoming training.

Thank you for your cooperation during these difficult times. We anticipate that the new eCAPS functionality and related ARRA reporting ability will provide departments with the benefit of additional tools for tracking other types of grants and project costs in the future. If you have any questions or require further information, please Deputy Chief Executive Officer Ellen Sandt at esandt@ceo.lacounty.gov or 213-974-1186.

WTF:EFS:SAW:ef

c: Each Supervisor